

**Architect Licensing Checklist – By Reciprocity**  
**Without NCARB**

\_\_\_\_\_ Completed Application for Architect Reciprocal Registration (State Form 1576)

\_\_\_\_\_ Photo attached

\_\_\_\_\_ Notary seal

\_\_\_\_\_ \$400 fee

\_\_\_\_\_ Verification of Employment (State Form 44668)

\_\_\_\_\_ Applicant portion

\_\_\_\_\_ Sponsor portion (Filled out by applicant's employer/supervisor)

\_\_\_\_\_ Notary seal

\_\_\_\_\_ Covers period from date of graduation to present (Minimum 3 yrs. experience )

\_\_\_\_\_ Three references with reference signature across seal  
(Must be licensed architect)

\_\_\_\_\_ Original official college transcript (Directly from school to IPLA)  
(Minimum B.S. degree from *accredited* college)

\_\_\_\_\_ Architect Training and Experience Report (IDP) [State Form 49699]  
[*If licensed in another state for less than five (5) years*]

\_\_\_\_\_ Current license certification with state seal (Contact all of the state boards you are licensed in for these certifications)

\_\_\_\_\_ Certification of scores for examination

\_\_\_\_\_ If self-employed, list of all projects worked on and role played in each one, i.e. supervisor, principal, etc.

\_\_\_\_\_ Signature notarized attesting to accuracy

Has any disciplinary action been taken against applicant?

\_\_\_\_\_ Yes    \_\_\_\_\_ No

Note: May be required to have application verified by a third party upon board review